OSPA Tip Sheet | NIH

Submission Portal:

At ISU, NIH proposals are submitted in **Cayuse**. Cayuse is used as a System-to-System (S2S) portal, which replaces the need to submit using NIH ASSIST or Grants.gov.

To submit in Cayuse, follow these basic steps:

- Start with Create Proposal (top right blue button) and then search for the opportunity. Or, start by searching for the opportunity and then select the green plus button next to the opportunity to start the proposal.
- Be sure the Comp. ID is the currently accepted version of the Application Form (i.e. FORMS G effective Jan 25, 2022).
- After filling in the basic info (PI, IDC rate, budget periods, etc.), the package will be generated. A standard set of forms and documents will be available. Check to see that the appropriate sections are checked. If a section is not checked, it will not be included in the proposal submission.
- **PI and Senior Personnel must have an eRA Commons ID *prior* to submission**. Go to https://www.ospa.iastate.edu/ospa-user-registration-request to request this account through OSPA.
- The PI or Grant Coordinator (GC) will navigate the form entries and uploads. The PI or GC can add users to the proposal, in order to assist with preparation or review, under Proposal Management – Permissions.
- OSPA will submit. No permissions need to be granted, as OSPA automatically has access to view/edit and submit in Cayuse.
- The PI or GC can check for errors as entries are completed (these are at the bottom of the screen. A submission will not go through to Grants.gov if Errors are present. Warnings may not interfere with submission, but should still be investigated thoroughly.
- Once a submission takes place, if errors are found by PI/GC, and the deadline has not passed, a corrected proposal can be submitted. This is done by making changes to the existing package to correct the errors, selecting "Changed/Corrected Application" under SF424 R&R, 1. Type of Submission, and adding the previous Grants.gov Tracking ID (GRANTXXXXXXXX) under SF 424 R&R, 1. Type of Submission, part c.

Following submission, the full submission file and a list of submission errors (if applicable) can be found at **eRA Commons** https://era.nih.gov/. It is important to check eRA Commons as soon as possible to correct any issues if needed.

Sponsor Proposal Guide & Contacts:

The Sponsor Proposal Guide for NIH submissions is the **General Instructions for NIH and Other PHS Agencies, Forms Version [G].** The version changes each year (around January), and it is important to be sure that you are using the current/active guide. Current (2022) version is G, to be changed in 2023 to H. This can be found at https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/general-forms-g.pdf or https://grants.nih.gov/grants/how-to-apply-application-guide.html.

Resources in these General Instructions are organized by the type of application, R: Research Instructions, K: Career Development Instructions, T: Training Instructions, etc.

The Application guide should be used in addition to the specific Funding Opportunity Announcement (FOA*) for the opportunity you are submitting under. Active FOAs for NIH can be found at Grants.gov at https://grants.nih.gov/grants/how-to-apply-application-guide.html. Although many FOAs remain current through several submission cycles, it is important to check for the most recent version in case updates have been made.

If a sponsor needs to be contacted to clarify info published in a FOA or answer questions regarding eligibility, use the "Application Submission Contacts" listed near the end of the FOA. Generally, an email is preferred to GrantsInfo@NIH.gov

*FOAs may also be referred as PAs, PARs, RFPs or NOTs- NIH's description of these opportunities can be found at https://grants.nih.gov/grants/guide/description.htm

Budgeting tips:

NIH enforces a Salary Cap, which can be found here: https://grants.nih.gov/grants/policy/salcap_summary.htm The total cap is based on a 12 month salary. Therefore, the monthly cap is calculated at this total divided by 12 months. Based on the 2021 salary cap, this is $199,300 / 12 = $16,608 per month. Therefore, a PI with a 9-month appointment would have an annual pro-rated salary cap of $149,474 ($16,608 x 9 months).

Generally, salary escalation is not allowed in awards, and therefore discouraged at the time of proposal.

Staff time is reported in *Person Months* in budgeting. As an example, a half-time Graduate Assistant working 12 months, would be reported as 6 Person Months. Tips for calculating Person Months can be found here https://nexus.od.nih.gov/all/2017/03/31/what-is-a-person-month-how-do-i-calculate-it/

A Modular Budget is a budget that is presented in $25,000 modules (direct costs, excluding consortium F&A costs), and does not require a full detailed budget. Budgets may be Modular in cases where *all* of these conditions are met:

- Applying for a research grant
- Based in the U.S.
- Allowed per the FOA
- Requesting budget (direct cost) modules of $25,000 (amounts per year consist of
- Requesting no more than $250,000 in direct costs per year
- Not using human fetal tissue from elective abortions

For more on modular budget development, request the *OSPA Modular Budget Detailed Tip Sheet* and/or visit https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm#modbud

NIH proposals use 53% MTDC unless otherwise noted in the FOA.

PI & Supplemental Documents:

Different types of applications require different personnel, research and supplemental documents. The General Instructions for NIH (forms guide) addresses each set of documents based on the type of proposal.

Generally, Key Personnel and Other Significant Contributors will need to submit a Biographical Sketch at the time of submission. NIH format and instructions can be found here https://grants.nih.gov/grants/forms/biosketch.htm

Unless stated otherwise in the FOA, the "Other Support" form (aka Current & Pending) is not needed until a Just-In-Time (JIT) request is made. The JIT is a request made after review, but prior to a final decision on funding. This is different than many other sponsors, who request this document at the initial submission.

The Other Support document should report effort in the same way as reported in the budget, i.e. Person Months. Go to https://grants.nih.gov/grants/forms/othersupport.htm for more info on what to report in the Other Support document.

Other Tips & Resources:

A few NIH proposal types can be complex. As stated above, a proposal with a Modular Budget requires special attention. Refer to the *OSPA Modular Budget Detailed Tip Sheet* or visit the NIH page referred to above for more info.

In addition, OSPA provides Tip Sheets on these specific types of NIH proposals/actions to offer more detailed assistance:

- F31: Ruth L. Kirschstein Predoctoral Individual National Research Service Award or Ruth L. Kirschstein National Research Services Award Individual Predoctoral Fellowship to Promote Diversity in Health-Related Research (Parent F31- Diversity)
- JIT: Just-In-Time submissions in eRA Commons